



CHASE PALM PARK CENTER

HOUSE RULES AND REGULATIONS FOR YOUR SUCCESSFUL EVENT

CHASE PALM PARK CENTER | 236 EAST CABRILLO BOULEVARD, SANTA BARBARA CA 93101 | (805) 897-1983

Thank you for considering our building for your special event. This list of house rules and regulations is designed to help your event run smoothly while ensuring that we also stay respectful of the surrounding neighborhood and obey all applicable laws.

Rules and Regulations

GENERAL

- An event monitor (an employee of the Parks and Recreation Department who oversees events) is on duty at all events. Please check in with your event monitor upon your arrival and departure, and notify them immediately if any problems arise during your event. After your event, your event monitor will walk through with you to ensure that the venue is left as it was found.
- Equipment must be dropped off and picked up during the rental span of time. Absolutely no items may be left overnight.
- Renter may not enter earlier than the start of the rental time.
- Track lights, plants or paintings are not to be moved.
- Depending on the number of minors (under 21 years old) or if alcohol is at an event, we reserve the right to require uniformed security or childcare. • The patio is included with your rental.
- Dogs, cats, birds and other pets are not allowed in any indoor facility at any time with the exception of service animals individually trained to provide assistance to an individual with a disability (i.e. guide dogs or signal dogs) • The facility has no control over special events occurring on the beach.

FOOD AND CATERING

- Cooking is not allowed in the venue. The oven is to be used for warming purposes only.
- Outdoor Barbecuing is allowed by a licensed caterer only, and permitted in the driveway next to the facility. Please ask the monitor where to set up for this.
- Propane burners are not allowed inside the facility. Only electric warmers in the kitchen area and sternos in the ballroom are allowed.
- All trash or recycling must be put in garbage bags, tied at the top and put into the trash and recycling carts located across the driveway from the facility. Garbage bags are provided by the facility.
- Do not adjust the thermostat on the refrigerator. It is set at the proper temperature. Any unauthorized adjustment by the caterer that requires repair of the system will be billed to the renter.
- Self-catering (i.e. food brought in and you handle your own clean up) is allowed, however, your security deposit will be doubled to ensure cleanup at the end of your event

BEVERAGES AND ALCOHOL

- Alcohol is not permitted at events with a large number of young people between the ages of 13-20 years of age. These include (but are not limited to) quinceañeras, bar or bat mitzvahs, teen parties, sweet sixteen, and college sorority or fraternity events. These types of events are required to hire two (2) security guards at event's expense.
- All alcohol is allowed with the exception of keg beer. It may be served for five (5) hours only per day.
- If alcohol is sold, purchased from your caterer or included in your entrance fee, an alcohol permit from the Alcohol Beverage Control Board (ABC) must be obtained and displayed during the event (ask for the ABC rules if you have any questions).
- It is unlawful to serve alcohol to persons under the age of 21 or persons who are visibly intoxicated. City of Santa Barbara Parks and Recreation
- Department employees have the authority to suspend the service of alcohol if they observe underage drinking on the premises or if behaviors associated with excessive intoxication are observed on the premises.
- Renter must provide bucket containers for chilling and storing the alcohol. Do not use the kitchen trash cans for this purpose. Also, bar mats are provided. Bucket containers must sit on bar mats and not directly on carpet, linoleum or wood.
- It is allowable to dispose of ice and water on the plants within the building, on the patios or on the surrounding grounds of the building.
- We offer recycling of glass bottles and cans at this facility. The renter is responsible for taking bottles and cans to the recycling carts located in the trash/recycling enclosure area outside.

TABLES, CHAIRS, AND OTHER EQUIPMENT

- Our rental price for tables and chairs includes the set-up and take-down of this furniture.
- We have an assortment of six-foot banquet tables, 60-inch round tables, two 48 inch round tables, a 36 inch round table, and 102 chiavari style chairs.
- Linens, dishware, glassware and silverware are not provided. They need to be rented and brought in during your span of rental time.
- While most groups prefer to dance on the patio during their events, you are welcome to dance inside the facility. If you choose this option, you must rent a dance floor to cover the carpeted area.
- There is a 52" x 92" wide format projection screen, microphone, and public address system at this facility. You must provide your own laptop and projector.

DECORATIONS

- No open candle flames are allowed. Candles must be enclosed in a votive or hurricane glass covering.
- No sequins, glitter, confetti, silly string, rice, or birdseed allowed in or around the building.
- No nails, staples, thumbtacks or tape with permanent adhesive may be used on the walls to hang decorations; only use blue painter's tape for wall decorations. All decorations, including tape, must be removed at the end of the event.
- The City of Santa Barbara Fire Department does not allow sparklers, fireworks, fire pits, floating fire lanterns, or gasoline on site.
- Plants and paintings already in the venue must not be moved.
- If ladders are used to hang decorations, there must be a person on the ground keeping the ladder steady. We do not provide any ladders; you must bring your own.

SETTING UP AND CLEANING UP

- Generally, caterers need 1-2 hours of setup time for events at the Chase Palm Park Center. This is considered part of your rental time.
- Our tables, chairs, etc. will already be in place before your start time. Setup may not occur prior to this time.
- During your last rental hour, you are expected to move out any items brought in by you or your vendors. This includes party rentals (linens, dishware, glassware, etc.), food, beverage, decorations, gifts, music and audio-visual equipment, and anything else specifically used for your event.
- You or your caterer must bag, tie, and take any food and beverage trash to the trash/recycling enclosure area outside.
- You must leave the kitchen in the same condition as it was found; wiping down counter and stove tops or spills in the oven or refrigerator. Clean up any large beverage spills on the floor.

MUSIC

- Music, bands, and DJs are permitted to play until midnight on the weekends and 11pm on weekdays. We suggest that music stop one hour prior to the end of your event to allow for sufficient cleanup time.
- If extension cords are used, they must be taped down to the carpeting.

Further Information

RENTAL AVAILABILITY

The Chase Palm Park Center is a popular spot for all special occasions, especially wedding receptions. Saturdays are the most popular rental day of the week and usually book a year in advance. Sundays and Fridays are increasing in popularity, so it pays to plan well in advance. Weekday rentals must end at 11pm. Weekend rentals must end at 12am, and cleanup completed by 1AM.

VIEWING THE VENUE

The Chase Palm Park Center is available for viewing Monday through Friday from 9am to 5pm unless there is an event in the building. Please call ahead to check the schedule before visiting us. On weekends, you may "peek in" during the first hour of an event's setup if there is a rental booking in the building. Since our Facility Rental Coordinator does not work on weekends and the event monitor is there to assist the event, we ask that you look around by yourselves and call us with any further questions during the weekdays. Again, please call us ahead of time to find out when to come in.

PARKING

The Palm Park and Garden Street public parking lots closest to the Center is not included in the rental price. They are managed by the City of Santa Barbara Waterfront Department; please contact them at (805) 564-5523 about parking fees. Hours of operation are 8AM to 10PM every day. Both the parking lots have self-paying systems and are patrolled regularly. If you wish to pay for parking for your guests, contact the City's Waterfront Parking Department. Free street parking is limited in this area.

WEDDING CEREMONIES

Most people have their wedding ceremonies either on the patio or on the grass in front of the patio. There is no extra charge for the grass area but you must provide your own chairs as we do not allow the chairs from the Chase Palm Park Center to be on the grass.

BOOKING YOUR EVENT DATE: TENTATIVE HOLDS AND CONFIRMED BOOKINGS

Once you decide to rent the Chase Palm Park Center and have determined a date, you can either put a ten-day tentative hold for the date (no money down) or "confirm and book" the date. Most people opt for the tentative hold to give them the opportunity to line up other aspects of their event (i.e. ceremony site, checking hotel availability, etc.). At the end of the ten days, you must either confirm and book or release the date. Once the date is booked, we'll confirm it and initiate a rental contract. We cannot accept any money until this paperwork is in place. To confirm a date and start your reservation process, contact Leslie Lund, Facility Rental Coordinator, at (805) 897-1983 or by email at LLund@SantaBarbaraCA.gov.

CANCELLATION POLICY

The initial \$250 reservation fee is non-refundable. If the event is cancelled within 10 working days of the event, 100% of the security deposit is refunded and 90% of the remaining fees (other than the reservation fee) will be refunded.

INSURANCE

Insurance is not required for private events since we have a building monitor present; insurance is required for public special events.